## ABSTRACT OF THE DISCLOSURE

### Agenda-Driven Meetings

An Agenda-Driven Meeting (ADM) allows a distributed set of users to have an online, not necessarily synchronous meeting including an agenda whichspecifies both the topics or goals of the meeting's phases, as well as the interrelationship between the phases, including the order of execution. The system provides a graphical representation, which shows the status of each phase - including indicators of user participation - as well as the relationship between the phases. Input can include text comments; queries, potentially directed to one or more users; responses to these queries; task assignments, also potentially directed to one or more users; summaries of phases; and indicators of users interest in a given query or response. The ADM graphic representation reflects each of the elements including the particular phase to which a given element is related. The system allows a given user to replay a given ADM instance, even after the meeting has been completed. A service is also provided enabling a service organization to facilitate the use of Agenda-Driven Meetings by a customer organization.

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